

## **DEPARTMENT OF ADMINISTRATIVE SERVICES INTERNAL POLICIES AND PROCEDURES**

**Subj:** CELL PHONE USAGE

**Date:** May 19, 2005

**Ref:** Rule R365-7. Acceptable Use of Information Technology Resources.  
UCA 63-2. Government Records Access and Management Act.

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**Purpose:**

To explain parameters and costing/reimbursement options for cell phone usage for state business.

**Policy:**

Cell phone usage paid for with state dollars must be justified. Management shall determine based upon legitimate business need those employees who are required to carry cell phones. Where used, cell phones shall improve employee efficiency and enable employees to respond more quickly to business matters, emergencies and/or provide for the safety of state employees and the general public.

Three options are available to the divisions and employees of DAS for cell phone usage through a negotiated decision between employee and management:

**Option One: The employee is required to carry a cell phone, the DAS Division issues the phone and sets up the most economical and effective cost plan.**

1. State procurement rules and procedures must be followed in the purchase of all cell phones, equipment, service plans and other services.
2. State owned cell phones are to be used and justified based upon needs for official state business and not given as an employee perk. Employees shall use them for state business when it is the most cost effective or efficient manner of communication.
3. Personal use of state-issued cell phones - DAS realizes that employees may wish to use their state-owned cell phones periodically for personal business. Because this is so, the following procedures shall be used for each cell phone that is owned and issued by the state:
  - a. Management shall choose a plan that best meets its needs for the employee.
  - b. Billings shall be kept by accounting staff for all cell phone usage. Once each year, a three-month log of the billings shall be reviewed by the employee and the accounting staff. A percentage shall be derived which indicates the percentage of usage for business reasons and the percentage of usage for personal reasons. This average percentage for personal use shall be agreed upon and then used for the following year as the reimbursement percentage that the employee is asked to give back to the state.
  - c. For example: Assuming that bills for December, January, and February were \$35, \$41, and \$38 per month, respectively, and after the review it was discovered that 10

- percent of the billings (both calls and appropriate taxes and fees) was for personal reasons, then the employee would sign an agreement to pay 10 percent of each month's billings for the next year. So, beginning with the March billing, the employee would reimburse the state 10 percent of cell phone costs until the next review period closed. If during the review period, costs were the same as the previous year, then the employee would be reimbursing the state for December \$3.50, for January \$4.10, and for February \$3.80. Then, a new figure would be calculated for the new year, and if in the review period, average personal usage had increased to 12 percent, then that would be the figure to use for the next year.
4. Divisions and employees should be aware that information regarding phone usage on state-owned phones, whether through land lines or cell phones, are public records and subject to the GRAMA statutes.

**Option Two: The Employee is required to carry a cell phone, uses a personal cell phone for state business, and is given a minimal allowance each pay period that is taxed as personal income.**

1. A minimal bi-weekly allowance is given to the employee in the amount of \$10.00. The taxable wage type, "Property Rental" is used and can be entered each pay period or set up for automatic payment. This option will save accounting work and time for both the employee and staff and can be justified when an employee must be available by cell phone and has reasonably limited usage.

**Option Three: The Employee is required to carry a cell phone, uses a personal cell phone for state business, and computes a percentage amount to be reimbursed from the state using 3-month averages.**

1. This option is the same as Option One, but in reverse. Billings are to be kept by the employee for all cell phone usage. Once each year, a three-month log of the billings shall be reviewed by the employee and the accounting staff. A percentage is derived which indicates the percentage of usage for business reasons and the percentage of usage for personal reasons. This average percentage for business use shall be agreed upon and then used for the following year as the reimbursement percentage back to the employee each month.

**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**CELL PHONE USAGE AGREEMENT**  
**Option I**  
**Fiscal Year \_\_\_\_\_**

\_\_\_\_\_  
Employee Name                      EIN                      Division

In accordance with the DAS cell phone usage policy, once each fiscal year a three-month log of cell phones billings shall be kept which identifies personal phone calls. After reviewing this log, a percentage shall be derived of the usage for personal phone calls. The average percentage shall be used as the fiscal year's reimbursement rate. The employee will reimburse the state for this percentage of the cell phone bill on a quarterly basis.

**Usage Log:**

| Month | Total Minutes Used | Personal Minutes | Personal Minutes Percentage | Amount of Phone Bill | Amount of Personal Phone Calls |
|-------|--------------------|------------------|-----------------------------|----------------------|--------------------------------|
|       |                    |                  |                             |                      |                                |
|       |                    |                  |                             |                      |                                |
|       |                    |                  |                             |                      |                                |

Based on the usage log, I agree to reimburse the state for \_\_\_\_ percent per month for personal cell phone calls. This reimbursement shall be done on a quarterly basis. The agreed-to-percentage of each cell phone bill shall be remitted to my manager on October 1, January 1, April 1 and July 1.

\_\_\_\_\_  
Employee                                      Date

\_\_\_\_\_  
Manager                                      Date

***DEPARTMENT OF ADMINISTRATIVE SERVICES***

**CELL PHONE USAGE AGREEMENT**

**Option II**

**Fiscal Year** \_\_\_\_\_

\_\_\_\_\_  
Employee Name                      EIN                      Division

**Amount of Biweekly Allowance:** \$ \_\_\_\_\_

**Start Date:** \_\_\_\_\_ (first day of applicable pay period)

Starting on the above date, the employee shall receive the designated amount on a biweekly basis. This biweekly allowance will compensate the employee for calls relating to state business that are placed or received on a personal cell phone. No other compensation will be provided.

This agreement can be cancelled by either party at any time.

\_\_\_\_\_  
Employee    Date

\_\_\_\_\_  
Manager    Date

**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**CELL PHONE USAGE AGREEMENT**  
**Option III**  
**Fiscal Year \_\_\_\_\_**

\_\_\_\_\_  
Employee Name                      EIN                      Division

In accordance with the DAS cell phone usage policy, once each fiscal year a three-month log of cell phones billings shall be kept which identifies work-related cell phone calls placed or received on the employee's personal cell phone. After reviewing this log, a percentage shall be derived of the usage for work-related phone calls. The average percentage shall be used as the fiscal year's reimbursement rate. The state will reimburse the employee for this percentage of the cell phone bill on a quarterly basis.

**Usage Log:**

| Month | Total Minutes Used | Work-Related Minutes | Work-Related Minutes Percentage | Amount of Phone Bill | Amount of Work-Related Phone Calls |
|-------|--------------------|----------------------|---------------------------------|----------------------|------------------------------------|
|       |                    |                      |                                 |                      |                                    |
|       |                    |                      |                                 |                      |                                    |
|       |                    |                      |                                 |                      |                                    |

Based on the usage log, the state will reimburse the employee for \_\_\_\_ percent per month for work-related cell phone calls. This reimbursement shall be done on a quarterly basis. The agreed-to-percentage of each cell phone will be reimbursed in October, January, April and July.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date